

7 April 1982

Classification Review Procedure

CRP 82-4

Entry of Sensitive Compartmented Document Titles  
in The DARE System Auxiliary

1. The DARE system now has an auxiliary capacity to accommodate entries that contain sensitive compartmented information in the title field. These will be keyed into a dedicated minidisc and batched simultaneously into the main DARE system and the auxiliary. The title field will be entered in full in the auxiliary, but when printed out by the main system, it will read "See OPI."

2. Reviewers who encounter material that they feel is sufficiently sensitive to warrant compartmented protection should show it to the appropriate branch chief, who will decide if the added protection is necessary.

3. Sensitive compartmented documents are processed as follows:

- a. Number all documents in their proper sequence in the folder.
- b. Fill out a Form 4023A for each document, but write a large "CW" in the upper right-hand corner.
- c. Separate these forms from the main stack and give them directly to the Information Control Assistant for keying into the auxiliary system. Turn in the other forms to the data processing unit.

4. If a large portion of a job must be recorded in the auxiliary system, consideration will be given to recording the entire job in that manner. A Form 4023A will be filled out for each folder in the entire job, with "CW" written in the upper right-hand corner. Stamp and complete review action stamp for each document in the entire job. Completed Form 4023As must be stored in the vault.

5. CAUTION: Any listing produced from the auxiliary is SECRET and must be placed under the appropriate TKH, BYEMAN or COMINT control.



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